

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9

March 3, 2000

SUBJECT: TRAINING PUBLICATION RECEIPT, FORM 1.42.0 - REVISED

PURPOSE: It is important that all Department employees, including reserve officers, receive and familiarize themselves with current training material and directives issued by the Department. To meet this need, the Training Publication Receipt, Form 1.42.0, has been revised.

PROCEDURE:

I. TRAINING PUBLICATION RECEIPT, FORM 1.42.0 - REVISED. The Training Publication Receipt, Form 1.42.0, has been renamed The Department Publication Receipt. The form will retain Form No. 1.42.0. Additionally, the form has been revised to accommodate a serving supervisor's signature.

A. Use of Form. This form shall be used to record an employee's, including reserve officers, receipt of Department directives and training material. For convenience, the Department Publication Receipt may be filed in a notebook binder, then returned to the employee's divisional personnel file when the employee transfers to a different assignment.

Exception: Upon the distribution of the Department Manual, and some directives, employees and issuing supervisors shall sign the provided Acknowledgement of Receipt, which will then be placed in the employee's divisional personnel file.

B. Completion. The completion of this form is self-explanatory.

C. Distribution.

1 - Original, Employee's personnel file, division of assignment.

1 - TOTAL

II. COMMANDING OFFICER RESPONSIBILITY. Commanding officers shall ensure that employees and reserves receive and sign for all Department directives and training material in

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accordance with the designated distribution code in a timely manner.

Publications that shall be documented on the Form 1.42.0 and signed for shall include, but not be limited to, the following:

- * Special Orders;
- * Administrative Orders;
- * Operational Orders;
- * Operational Notices;
- * Training Bulletins; and,
- * Any additional directives as indicated by the Chief of Police.

Currently the Department distribution codes are as follows:

- * Distribution A: (sworn);
- * Distribution B: (commanding officers);
- * Distribution C: (civilians only); and,
- * Distribution D: (sworn and civilian).

The publications shall also be made available to all personnel within each Area/division at a centralized location for referral purposes.

III. EMPLOYEE'S RESPONSIBILITY. Employees, including reserve officers, shall familiarize themselves with Department directives, training material and informative publications directed to them, including those that have been disseminated during their absences from duty. Each employee shall be responsible for maintaining all valid training material issued to him or her by the Department.

FORM AVAILABILITY: A copy of the Department Publication Receipt, Form 1.42.0, will be on the LAN and available for ordering from Supply Section, Fiscal Operations Division in about 90 days. A copy is attached for duplication as needed.

AMENDMENTS: This Order amends Sections 0/070, 3/670, 3/670.05 and 5/1.42 of the Department Manual.

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AUDIT RESPONSIBILITY: The Commanding Officer, Training Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

B. C. Parks

BERNARD C. PARKS
Chief of Police

Attachment

DISTRIBUTION "D"

DEPARTMENT PUBLICATION RECEIPT

Name _____

Serial # _____